

## **JUVENILE OFFICER**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is a very specialized police position involving working with juveniles who have been detained or arrested by the police department, and related work. The employee of this class keeps all records of juvenile offenders, consults with school principals concerning habitual truants, and advises the public of rules and regulations concerning juveniles. Employees of this class work basically independently and may occasionally supervise other officers assigned to assist them. The juvenile officer is directly responsible to the shift commander and his/her work is reviewed through reports and conferences.

### **EXAMPLES OF WORK**

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Investigates complaints involving juveniles.

Investigates runaways.

Works with school officials, probation officers, and welfare agencies dealing with juveniles.

Makes arrests of juveniles when necessary.

Counsels juveniles.

Consults with parents of authorized citizens on delinquency problems and on criminal matters involving juveniles.

Transports juveniles and attends juvenile court.

Maintains detailed records and case histories concerning juveniles and juvenile offenses.

Compiles and submits reports on juvenile offenses and on other matters involving juveniles.

Reviews reports from and holds conferences with other officers on matters pertaining to juveniles.

Handles emergency calls in off-duty hours as required by the situation and assists other officers in difficult cases dealing with juveniles.

Cooperates with the district attorney in preparing cases for prosecution; consults with any authorized judicial body on juvenile cases under consideration.

Periodically checks public places such as theaters and bowling alleys known to be frequented by juveniles.

Attends and participates in meetings of civic, school, and other groups concerned with juvenile delinquency or related police problems.

Attends public functions such as athletic events and dances attended by juveniles to insure order.

Performs related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Must have one (1) year's experience in police work or equivalent amount of experience in teaching, social work, or a related field working with juveniles.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must meet all other requirements of R.S. 33:2553.

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